



## Legislative Equity Office Conduct Complaint Form

### Directions

A Conduct Complaint is one of three ways you can report an incident to the Legislative Equity Office. Any person who experiences behavior prohibited by Legislative Branch Personnel Rule 27 or observes behavior that is inconsistent with Legislative Branch Personnel Rule 27 may make a complaint within five years after the date the behavior occurred. Once filed, a Conduct Complaint will be reviewed by the Legislative Equity Officer to determine if the described incident could be a violation of Rule 27. An investigator may be assigned after the facial review by the Legislative Equity Officer.

The respondent will receive a copy of this Conduct Complaint. If the Respondent is a Member of the Oregon Legislature, the Caucus Leader of their respective party and chamber will receive a copy of the Conduct Complaint. If the Respondent is a Caucus Leader, the Presiding Officer of a Chamber will receive a copy of the Conduct Complaint. More information is available on the Legislative Equity Office FAQ and Rule 27 Chart webpages.

Please complete this form to the best of your ability. A Conduct Complaint cannot move forward with the signed statement at the end of the form.

**A Conduct Complaint becomes public as soon as it is submitted.** If you have any questions or concerns, you can contact the Legislative Equity Office for a confidential conversation.



## Legislative Equity Office Conduct Complaint Form

### Complainant Information

First Name:

Last Name:

Street Address:

Apartment/Unit #:

City:

State:

Zip Code:

Email:

Phone Number:

Role at the Oregon State Capitol (please select one):

Member of the Oregon House or Senate

Partisan Staff

Non-partisan Staff

Lobbyist

Contractor

Non-Legislative Branch State Employee

Member of the Public

### Respondent Information

*Complete only what you know*

First Name:

Last Name:

Street Address:

Apartment/Unit #:

City:

State:

Zip Code:

Email:

Phone Number:

Role at the Oregon State Capitol (please select one):

Member of the Oregon House or Senate

Partisan Staff

Non-partisan Staff

Lobbyist

Contractor

Non-Legislative Branch State Employee

Member of the Public

Don't know



## Legislative Equity Office Conduct Complaint Form

### Incident Information

*Complete only what you know*

Date of Last Incident:

Location of Incident:

Incident Description: Please provide as much detail as you can. Include anything you feel is relevant or helpful. You are welcome to add additional pages or write on the back of this form.

I hereby declare that the above statement is true to the best of my knowledge and belief, and that I understand it is made for use as evidence in proceedings under Legislative Branch Personnel Rule 27 and is subject to penalty for perjury.

Signature:

Date:

Printed Name: